

Class Code: 02353200
Pay Grade: 21A
EO: G

GENERAL STATEMENT OF DUTIES: In the Adult Correctional Institutions, to have charge of the operation of a small print shop and, as required, to train and supervise institutional inmates or patients in the performance of duties involved in the operation of such shop; or, to perform duties as a journeyman printer; and to do related work as required.

SUPERVISION EXERCISED: As required, supervises the work of helpers or others assigned to assist.

In the Adult Correctional Institutions, to lay out and plan the working details in a small printing shop.

As required, to train, instruct and supervise inmates in the performance of such duties as setting type by hand, making up forms, distributing type and operating hand-fed job presses.

To perform personally any task in the shop.

To maintain hand-fed job printing presses.

To correct proof and to perform elementary bindery work.

To maintain order and discipline among inmates assigned to the shop.

To keep records and to requisition supplies.

Or, to perform duties as a journeyman printer.

To do related work as required.

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the practices, techniques, tools, materials and machines of the printing trade and the ability to apply such practices and techniques; a working knowledge of English grammar and punctuation; a working knowledge of safety measures and precautions; a familiarity with vocational training methods in printing; a skill in the performance of standard printing processes; the ability to operate hand-fed job presses; the ability to plan and lay out work for others; and related capacities and abilities.

Education: Such as may have been gained through: completion of ten school grades; and

Experience: Such as may have been gained through: employment as a journeyman printer or a vocational instructor of printing.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: April 27, 1986
Editorial Review: 3/15/03